

**COMPETENCY CHECKLIST
DETAILED**

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Job Placement Specialist Name _____
District _____

Scheduled Meetings:

1. Counselor (new referral)
2. Counselor (plan development)
3. Counselor (eligibility)
4. Assistant
5. Rehab Tech
6. CMS Specialist
7. JP Staff
8. JP Staff
9. JP Staff
10. OET Staff

Competency

Date Completed

SET TRAINING

1. ☐ Basic VR Knowledge
 - Agency mission
 - Eligibility
 - IPE, etc
2. ☐ Case closure
3. ☐ Confidentiality and Ethics/HIPPA
 - Email
 - Release for job search purposes
 - Release of information, etc
4. ☐ Eligibility
5. ☐ Expanded Definition Intensive VR Services
6. ☐ Guidance and Counseling/JP Role vs. Counselor Role
7. ☐ Plan Development
8. ☐ Purpose of Vocational Rehabilitation
9. ☐ Rehabilitation Technology re J P
 - Accessibility studies

- Rehabilitation technology use & coordination of services in regards to Placement.
- Role of the counselor and boundaries related to who is responsible for what (ex: consumer requests help for transportation costs and JPS refers back to the counselor for this discussion)

10. ☐ Services _____

SPECIFIC JOB DUTIES

11. ☐ Accessibility Surveys _____

12. ☐ Computer Skills _____

- Keyboarding
- CMS (to included job placement services)
- Internet usage
- Databases
- Power Point presentations
- Email

13. ☐ Disability Awareness and Sensitivity _____

- Do's & Don'ts

14. ☐ Employ KY Operating System _____

- Request User ID and password
- Attend EKOS Training

15. ☐ Employer Services _____

16. ☐ Ex-Offender Employment _____

-Serving consumers that are ex-offenders and/or those with substance abuse impairments to include information on:

- Reviewing and understanding criminal records
- Knowledge of substance abuse issues

Perhaps work with district substance abuse specialist

-Awareness of the legal system, treatment program, and resources such as:

- Probation & Parole
- Halfway Houses

- AA/NA
- Drug Court
- Drug Testing

-Awareness of how certain convictions impact employability in specific fields

-Non judgmental attitude and openness to working with these individual

17. ☐ Job Development/Placement/Retention/Follow-up _____

-Appropriate documentation of services provided:

- Job development skills
- How to find job leads
- How to approach employers
- Understanding the job market
- DOL, etc

18. ☐ Job Placement Documentation _____

- Content
- Unbiased
- Input into CMS, etc

19. ☐ Job Placement Manual _____

20. ☐ Job Readiness Knowledge _____

- Employer expectations
- Interviewing tips, skills, practice, feedback, coaching, etc
- Application completion (how to best present consumer, etc)
- Resume development

21. ☐ Job Seeking Skills _____

22. ☐ Job Readiness Skills _____

23. ☐ On the Job Training _____

24. ☐ Preparing Adults for Competitive Employment (PACE) _____

- Pace Program
- Forms
- Guidelines
- Appropriate use, etc

25. ☐ Presentation Skills & Marketing _____

-Presentation Skills in various setting, varied purpose, including:

- Disability awareness such as disability awareness presentation
- Job fairs
- Potential referral sources
- Job readiness classes such as Pace, job labs/clubs
- Networking & Community Marketing
- OET
- Chamber of Commerce
- WIA
- One Stops

26. ☐ Rapid Response

27. ☐ Referrals to Job Placement

28. ☐ Resource Labs

29. ☐ Resume Development

RESOURCES

30. ☐ ADA

31. ☐ Federal Jobs

32. ☐ Forms

33. ☐ Job Search On Line

34. ☐ Office of Employment & Training

35. ☐ Older Workers

36. ☐ Resource Labs

37. ☐ SS Employment Networking Handbook

38. ☐ SSI/SSDI Benefits

39. ☐ State Government Employment

40. ☐ Tax Credits

-WOTC

- Sample forms
- VR information

Employee Signature

Date

Branch Manager Signature

Date